

## PROPOSAL GUIDELINES

### Proposal Approval

1. Prior to submitting an application, applicants are advised to review **Guiding Principles for Board Investment** (Appendix A).
2. **Prior funded projects have possessed the ability to positively affect the economic status of farmers and the targeted agricultural community.** All applicants must demonstrate the following:
  - a. Economic/commercial viability and feasibility of the proposed project
  - b. Project will be self-sustaining within a reasonable period of time
  - c. Project will have a significant impact on farm income, will have high potential for growth and will have potential to include more farmers in the future
3. The level of applicant contribution should be demonstrated in the budget worksheet and with any appropriate supporting documents. **The proportion of applicant contribution to the total project cost is an important factor in the evaluation of project proposals.**
  - a. *A minimum contribution of 50% of the total project costs shall be required of all proposals. Preference is for cash contributions. Sources of cash acceptable for match include: other state or federal funds, grants, owner equity capital, or borrowed funds secured with owner equity capital.*
  - b. Other applicant contributions can include in-kind contributions of new equipment, new facilities or other substantive new investments related directly to the proposed project. ("New" means purchased or donated within the last 12 months, specifically for this project.)
  - c. The Agricultural Development Board (ADB) requires a minimum of 50% total cost-share as demonstrated in the application. Each county council reserves the right to impose stricter cost-share requirements.
4. Please make sure that you follow all of the directions and guidelines contained in this application packet. Incomplete proposals take longer to process and may cause unnecessary delays in decision-making on the proposal.
  - a. Make sure you answer all questions and complete the cover page.
  - b. Do not include extra materials with your proposal.  
(brochures, articles, videos, etc.)
  - c. Submit all parts of the proposal together.
  - d. Submit the original and 15 copies.
  - e. If you are unsure about a rule please contact the Agricultural Development Board staff for help. Contact information is listed on page ii.
5. Applicants requesting County Phase I Funds will reveal, as part of the application, the names of any County Agricultural Development Council members who may benefit from the funding of the proposed project.

### **Project Administration**

1. ADB will enter into an agreement with each recipient of funds. A draft of the agreement will be sent to the recipient upon approval of the project from the Kentucky Agricultural Development Board (Board). The agreement will include the terms and conditions approved by the Board.
2. The agreements require recipients to provide the Board with status reports in the following increments:
  - a. For all projects, quarterly reports indicating levels of funds expended and activities funded will be provided to the ADB;
  - b. For all projects, a final report will be provided to the ADB after the project completion date as defined in each agreement.
3. Reporting requirements will include:
  - a. A detailed accounting of the use of all funds;
  - b. Performance results based upon the specific activities noted in the agreement.